NEW JERSEY DEPARTMENT OF EDUCATION

STAFF EVALUATION SUBMISSION HANDBOOK

VERSION 1.4

State of New Jersey
Department of Education

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P.O. Box 500
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Foreword

The New Jersey Department of Education is pleased to publish the *Staff Evaluation Submission Handbook v1.4*. Because quality information requires staff data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data.

Revision History

Date	Version	Comment
April 6, 2017	1.4	Definitions updated for: AdministratorPracticeScore

September 8, 2016	1.3	Definitions updated for:
		   AdministratorPracticeScore
		   AdministratorGoalScore
		
		Removed:
		AdministratorEvaluationLeadershipScore

February 4, 2015	1.2	New validation checks added to:
		   TeacherPracticeScore
		   TeacherSGOScore
		   AdministratorPracticeScore
		   AdministratorGoalScore
		   AdministratorSGOAverageScore
		
		AdministratorEvaluationLeadershipScore

June 4, 2014	1.1	Updated AdministrativeGoalScore Definition
January 7, 2014	1	Announced Submission Handbook

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *Staff Evaluation Submission Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Staff Evaluation Submission Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

New Jersey Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Staff Evaluation Submission Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Staff Evaluation Submission Handbook:*

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Required Element?	Indication of whether the data element is required for file submission.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Minimum Length	The minimum number of characters permitted.
Maximum Length	The maximum number of characters permitted.
Range of Values	The value options of each data element, if applicable.
Validation Checks	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.
Common Errors	Identifies error messages that are frequently encountered and provides guidance on how to resolve the error.

Privacy and Security

NJ DOE takes privacy and security concerns extremely seriously. Teacher data are protected as confidential by the TEACHNJ Act, N.J.S.A. 18A:6-120.d and 121.e, and must be handled in the secure manner you would treat, handle, and store any part of a confidential personnel record. To ensure confidentiality of all records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

LocalStaffIdentifier (LSID)

Definition of Data Element	

A unique number or alphanumeric code assigned to a staff member.

Functional, Policy or Legal Description

A local staff identifier (LSID) is assigned by the district and used to track staff members within a district over time and to keep staff information secure and confidential. Districts must assign the Local Staff Identifier for each staff member in order to receive a Staff Member Identification Number (SMID). This provides an additional matching field and an efficient way for NJ DOE to provide SMIDs to districts. This data element is used to verify the unique identification of the staff member.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks

- Error will occur if field is left blank.

Additional Notes

- N/A

Common Errors

Error Message: Field cannot be left blank.
Resolution: A Local Staff Identifier number is required, an identification number must be inputted in this field. Remember that the LEA is responsible for creating an LSID number.

Error Message: The length exceeds 20 characters.
Resolution: The Local Staff Identifier number must not exceed 20 characters. The Maximum length is 20.

Error Message: Staff member with the same LSID exists in the LEA.
Resolution: Determine which staff member should have that LSID number. For the staff member with the incorrect LSID, do a partial file upload with the correct LSID number and it will overwrite the previous LSID number. You can also delete this staff member's record and use the "Add Staff" function with the new correct LSID to resolve this issue.

StaffMemberIdentifier (SMID)

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time.

Functional, Policy or Legal Description

In order to track staff within and across districts over time, NJ DOE will assign a unique 8-digit number to all staff members employed in a New Jersey public school district. After the initial assignment of staff member identification numbers (SMID), districts will be required to verify or obtain an identification number whenever a new staff member enters the district.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Numeric
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Staff Member Identifier must be a valid number issued by NJ SMART or an error will occur.

Additional Notes

- N/A

Common Errors

Error Message: Field must contain exactly 8 numeric characters.
Resolution: The Staff Member Identifier number is issued with exactly 8 numeric characters. If that number does not have 8 digits, click on the staff member's record, click on the Edit button and delete the SMID number altogether leaving the field blank, and click update.

Error Message: Number is not a valid issued SMID.
Resolution: Check to make sure this is a valid SMID number issued by NJ SMART. If this is not a valid number, click edit on the staff member's record, delete the SMID number altogether leaving the field blank, and click update.

Error Message: "Combination of LSID, SMID, First Name, Last Name, and Date of Birth does not match data submitted during SMID Submission."
Resolution: To resolve this error, you will need to go back to SMID Management, and compare the values of those five fields to the fields in Staff Submission (LSID, SMID, First Name, Last Name, and Date of Birth). These fields must match exactly as they were submitted in SMID Management. If the change needs to be made in SMID Management, and the field is greyed out, upload a partial file with the correct value for the incorrect field for that staff member onto SMID Management. The Staff Member's record must not be in error, sync, or unresolved in SMID Management.

FirstName

Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- First name and last name must be reported as separate fields.

Common Errors

Error Message: Field cannot be left blank.
Resolution: This is a mandatory field, a first name must be entered in this field.

Error Message: Field contains an invalid character or exceeds 30 characters.
Resolution: Periods are not accepted in this field, and this field also cannot have more than 30 characters. If this staff member's name has more than 30 characters or periods in the first name field, on the staff member's record page, click edit, correct the information in this data element, then click update.

LastName

Definition of Data Element

The name borne in common by members of a family.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- First name and last name must be reported as separate fields.
- Staff members with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the staff member's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth".

Common Errors

Error Message: Field cannot be left blank.
Resolution: This is a mandatory field, a last name must be entered in this field.

Error Message: Field contains an invalid character or exceeds 50 characters.
Resolution: Periods are not accepted in this field, and this field also cannot have more than 50 characters. If this staff member's name has more than 50 characters or periods in the last name field, on the staff member's record page, click edit, update the field, then click update.

DateOfBirth

Definition of Data Element

The year, month and day on which an individual was born.

Functional, Policy or Legal Description

Used to establish the identity of staff members.

Is this Data Element Required?

Field is mandatory for all staff members.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if field is left blank.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

Error Message: Field cannot be left blank.
Resolution: Date of Birth is a mandatory field. You must put the date of birth in a YYYYMMDD format.

Error Message: The length must be 8 characters.
Resolution: Make sure there are no seperators, and vertify that you are using the correct format when inputting the date of birth.

Error Message: Date cannot be in the future.
Resolution: This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

Error Message: Staff member age is outside of reasonable parameters.
Resolution: Year of Birth must be a valid year inside of reasonable parameters, please check the date of birth year to make sure it matches the age of the Staff Member. A Staff member cannot be older than 99, and cannot be younger than 14 years of age.

Error Message: Field must be a valid date in YYYYMMDD format.
Resolution: Check to make sure no seperators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format.

Definition of Data Element

Teacher practice is measured by performance on a teacher practice instrument, which is used to gather evidence primarily through classroom observations and pre/post-conferences. Districts have the flexibility to choose from a growing list of state-approved instruments, such as Charlotte Danielson's *Framework for Teaching*, Marzano's Causal Teacher Evaluation Model, the McREL Teacher Evaluation Standards, the Stronge Teacher and Leader Effectiveness Performance System, the Marshall Rubrics, and other approved instruments listed here: http://www.state.nj.us/education/AchieveNJ/resources/rfq.shtml. For teachers who receive SGPs, this score will represent 55% of their Summative Rating. For teachers who do not receive SGPs, this score will represent 85% of their Summative Rating.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 4

Range of Values

1.00 - 4.00
TNE: Teacher Not Evaluated
P: Staff is a Principal or Assistant/Vice Principal
OCS: Other Certificated Staff
C: Submitting LEA is a charter school

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 1000-2722 & 4001. If the teacher was not evaluated, use the value TNE.
- The value P should be filled in for staff members with a job code of 0201-0262.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range , e.g., those with jobcodes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

Definition of Data Element

The combined score for a teacher's Student Growth Objectives as assessed by the district's evaluation system for assigning teacher or principal performance ratings. This must be a long-term academic goal that teachers set for groups of students that is 1)Specific and measureable, 2)Aligned to New Jersey's curriculum standards, 3) Based on available prior student learning data, 4) A measure of what a student has learned between two points in time, and 5) Ambitious and achievable. For both tested and non-tested teachers, this value will count for 15% of the Summative Rating.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 4

Range of Values

1.00 - 4.00
TNE: Teacher Not Evaluated
P: Staff is a Principal or Assistant/Vice Principal
OCS: Other Certificated Staff
C: Submitting LEA is a charter school

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 1000-2722 & 4001. If the teacher was not evaluated, use the value TNE.
- The value P should be filled in for staff members with a job code of 0201-0262.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with jobcodes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

Common Errors

AdministratorPracticeScore	**NJ DOE Number** **199**

Definition of Data Element

Administrator practice is evaluated as measured on a practice instrument taken from the state-approved list. In addition, districts have the option to use the State Principal Evaluation Leadership Instrument or the State Assistant/Vice Principal Evaluation Leadership Instrument as a second measure of school leader practice. Whether using this second option or only one instrument, for Principals and APs/VPs, the administrator practice score will represent 50% of their Summative Rating.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 4

Range of Values

1.00 - 4.00
ANE: Administrator was not evaluated
T: Staff member is a teacher
OCS: Staff member is Other Certificated Staff
C: Submitting LEA is a charter school

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 1000-2722 & 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with jobcodes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

Common Errors

AdministratorGoalScore

Definition of Data Element

Rating based on student growth and achievement goals that the principal or assistant/vice principal sets with his or her superintendent. For Principals or APs/VPs who do not receive an mSGP score, this score will account for 40% of their Summative Rating. For all other Principals and APs/VPs, this score will account for 10% of their Summative Rating.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 4

Range of Values

1.00 - 4.00
ANE: Administrator was not evaluated
T: Staff member is a teacher
OCS: Staff member is Other Certificated Staff
C: Submitting LEA is a charter school

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 1000-2722 & 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with jobcodes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

Common Errors

AdministratorSGOAverageScore

NJ DOE Number

NJ DOE Number
201

Definition of Data Element

Average rating based on all teachers' SGO scores in the principal's building and/or assigned by the district to the AP/VP. For all Principals and APs/VPs, this score will account for 10% of their Summative Rating.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at
http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and
N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Aplphanumeric
Minimum Length: 1
Maximum Length: 4

Range of Values

1.00 - 4.00
ANE: Administrator was not evaluated
T: Staff member is a teacher
OCS: Staff member is Other Certificated Staff
C: Submitting LEA is a charter school

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Values must be written in #.## format.
- A Staff Evaluation record cannot contain a combination of "T" and "P" and "OCS".

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element must be filled in for staff members with a job code of 0201-0262. If the administrator was not evaluated, use the value ANE.
- The value T should be filled in for staff members with a job code of 1000-2722 & 4001.
- The value OCS, for Other Certificated Staff, should be filled in for all non-Teacher, non-Principal certificated staff with job codes not in the specified range, e.g., those with jobcodes 0300-0703 & 3100-4000.
- The value of C should only be use if the submitting LEA is a Charter School. It is up to the Charter School to determine which value is most applicable for their school.
- If a staff member holds more than one position, report the most senior role.

Common Errors

SummativeRating

Definition of Data Element

Final overall evaluation score for all certificated staff. This value will only be calculated if the staff member is not expected to receive an SGP score.

Functional, Policy or Legal Description

Required by ARRA. For additional information, see EdFacts file specification N166 at http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html. Collected pursuant to N.J.S.A. 18A:6 and N.J.A.C. 6A:10.

Is this Data Element Required?

Field is mandatory for all certificated staff.

Acceptable Values

Type: Alphanumeric
Minimum Length: 2
Maximum Length: 4

Range of Values

1.00 - 4.00
NE: Not evaluated
SGP: Educator is expected to receive an SGP and therefore has not yet received final rating

Validation Checks

- An error will occur if value submitted is outside of the specified range.
- Numeric values must be written in #.## format.
- If a value of NE is submitted for this field, then all other fields for this staff member must be entered as not evaluated.

Additional Notes

- This data element collects the raw effectiveness score, not a percentage (i.e., 2.90).
- This data element is the final summative rating for all certificated staff, except in cases where the final rating is not available because the staff member is awaiting an SGP score.

Common Errors